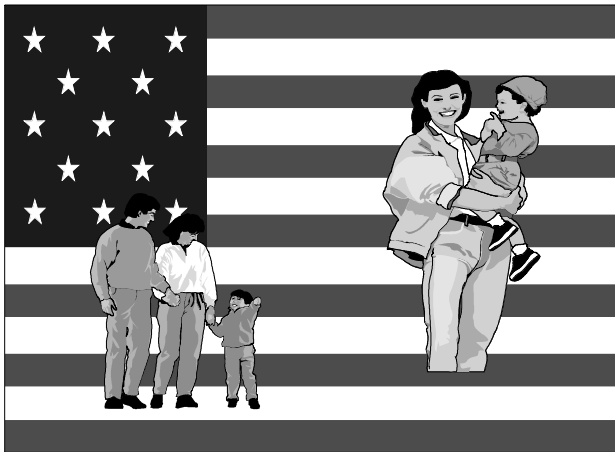


Family Care Plan Guide



*Courtesy of the
Northeast Multi-Service
Family Readiness Council
May 2000*

*Family Readiness Center
551A Eagle Drive
Westover ARB, MA 01022-1634
(413) 557-3024/(800) 367-1110, ext 3024*

Your Family Care Plan should include written provisions for:

(1) Short term absences—30 Days or Less (e.g., Temporary Additional Duty requirements, pre-deployment workups, training exercises, school, periods of annual training, and short-term involuntary recalls).

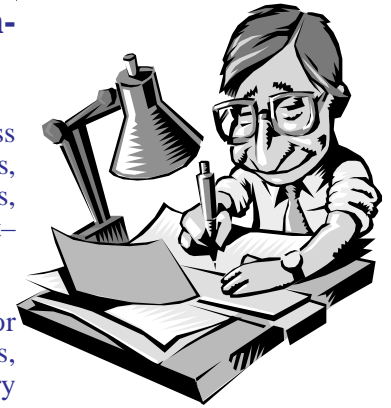
(2) Long-term absences—30 Days or Longer (e.g. deployments, extended TDYs, school and periods of long-term involuntary recalls).

(3) At the discretion of the unit commander, other kinds of absences such as extended working hours due to mission requirements.

(4) Arrangements for the financial well-being of family members covered by the Family Care Plan during separations. Arrangements should include a power(s) of attorney, allotments or other appropriate means to ensure the self-sufficiency and financial security of family members. You will need banking information for your caregiver in order to set up an allotment. Assistance with financial planning can be obtained from the Accounting and Finance Office, Family Readiness Center and Base Legal Office. Reserve families may request financial assistance (in the form of a loan or grant from the Air Force Aid Society) for emergency type needs (food, shelter, utilities) during a separation where the member is gone for 30 or more days and has been activated on U.S.C. Title 10 orders through their local Red Cross Office.

(5) Logistical movement of the family or caregiver. Logistical arrangements shall include arrangements for relocation, if necessary, of the caregiver or family to a new location and the financial, medical and legal arrangements necessary to ensure continuity of care of family members during the movement. You should make advance arrangements with your short or long term caregiver should they live a good distance away necessitating travel arrangements. How will they travel to pick up your dependents? Will they remain at your residence or travel back to theirs? Who will be responsible for expenses incurred during traveling? Consideration of a non-military escort for family members requiring assistance such as infants, children, or elderly disabled adults, should be outlined when personal family considerations dictate.

(6) Alternate caregiver(s) in the event the primary caregiver(s) become unable to perform duties under the Family Care Plan. Planning should include arrangements for logistical, financial, medical and legal support necessary to ensure continuity of care for family members.



(7) Single parents and dual military couples with minor children should designate a person who, in the event of their death or incapacity, will assume temporary responsibility for their children until a legal guardian arrives or is appointed by a court with jurisdiction or the non–custodial natural parent assumes custody. The temporary designation is not a substitute for the appointment of a legal guardian in a will.

(8) A list of special considerations concerning your dependents such as:

- (a) Location and instructions for daily medications
- (b) Allergies
- (c) Name and phone number of pediatrician/family doctor
- (d) Information regarding medical insurance plan/TRICARE
- (e) Food favorites and dislikes
- (f) Favorite toys (especially those they won't sleep without)
- (g) Routine daily schedule (to include snack, naps, etc.)
- (h) Child's school, phone number and teacher's name
- (i) Birthday (just in case you have to miss it)
- (j) Mention behavioral changes to expect
- (k) Military benefits (base exchange/commissary/shoppette) your dependents may have authorization to use and how to utilize them

(9) A resource list to include: *(Be sure to explain how each of these resources can help your caregiver.)*

(a) Westover's toll free number (800) 367–1110, and work phone extensions and names of your commander, first sergeant, supervisor and the Family Readiness Center (ext. 3024).

(b) The phone number of your local Red Cross.

(c) Number of base USO Office/(413) 593–6395 *(food bank)*

A Sample Family Care Plan might look like this...

Date

Couple's Name
Address

Caregiver's Name
Address

Dear (Name),

1. As you know, we have designated you as our short–term family caregiver for our daughter Elissa during our absence for military duty for 30 days or less. I have made the following provisions to help you provide appropriate care for Elissa:

a. Power of Attorney. A power of attorney is attached that will allow you to.....

b. Financial Arrangement for Elissa's Well-Being: Depending on how long we will be gone, we will leave a mutually agreed upon amount of cash at your disposal to take care of the children. Should we be activated in time of war or other reason and you need additional money to take care of food or shelter for Elissa, you may contact the Red Cross (phone number) on our behalf to request money to take care of the emergency. Be sure to take the power of attorney and a copy of our deployment order we gave you as Red Cross will require it. **See additional memo at end of letter.*

c. As previously agreed, Elissa will stay at your residence until our return. Should our military commitment cause us to be unable to bring Elissa to you, we have designated Mrs. Shelly Caitlin as a temporary custodian who will bring her to you. Mrs. Caitlin can be reached at (413) 123–4567. Should anything happen to cause you to have to come to our home or Mrs. Caitlin's home, we will reimburse you for necessary travel expenses.

d. Should you be unable to care for Elissa during our absence, we have designated Mrs. Caitlin, to take over the responsibility for Elissa until our return. Please don't hesitate to contact Mrs. Caitlin if you need any assistance.

e. The following information is provided to help Elissa transition into your home with the least amount of difficulty: *(house key has already been given to care provider)*

(1) Elissa must take a daily dosage of allergy medication, it will be in her suitcase and is called _____. Elissa is allergic to cats so please try to keep her away from them. If I forgot to pack her medication, it can be found in the left kitchen cabinet, to the right of the kitchen sink.

(2) Elissa's favorite toy is her stuffed monkey, "Alphie" and trust us when we say she won't go to sleep without it.

(3) Elissa's pediatrician is Dr. Mark Brandon and can be reached by calling Mercy Hospital at (413) 554-3928.

(4) Elissa is covered by our civilian medical plan, Mail Handlers Benefit Program, plan number 422. Your power of attorney should handle her care. Should you need additional help, call the Mail Handlers program at (617) 482-1234. Copies of our insurance card and military ID card are attached should you need them.

(5) Elissa hates carrots but will eat just about anything else you put in front of her, especially spaghetti. She has no food allergies.

(6) Elissa attends Springfield Montessori School, (413) 123-4567, and her teacher's name is Mrs. Patsy Hancock. Patsy is aware that we are both in the military and may be deployed. Please make arrangements if necessary to receive homework, etc., through her.

(7) We should be back in time for Elissa's birthday, but just in case something delays us, her birthday is the 4th of April. She knows when it is, so please try to make sure she knows we haven't forgotten her and will celebrate shortly upon our return...please go ahead and give her the birthday card and present we packed ahead of time in the blue suitcase.

f. In the unlikely event of our dual untimely death, it is our wish that Mrs. Grace Hastings, my aunt who lives a short distance away (617) 345-6789, 1532 Montgomery Street, Worcester, MA, to take temporary custody of my Elissa, until my brother, Mr. Richard Clayton, (413) 890-1234, (address) can arrange to take legal custody. Rest assured that all legal documents (wills, power of attorneys, etc.) have been formalized and stand ready to be enacted if necessary. We have taken the liberty of giving my brother your name, phone number and address for just such an event.

2. I'm sure there is something we may have forgotten. Just in case, there is an emergency, please call my commander or first sergeant at (800) 367-1110, ext. 3524 or the Family Readiness Center at the same toll free number, ext. 3024. In case of a medical emergency where our presence may be requested by a doctor, please call the Red Cross to verify the emergency. They will need to know the doctor and hospital name and phone numbers to reach them. The Red Cross will then contact our commander where we are at to make a determination to return us. Should you have any problems with this process, don't hesitate to call our commander, first sergeant or the Family Readiness Center.

Sincerely,

Jane and Michael Doe

*MEMO: Long-Term Financial Addition - An allotment in the monthly amount of \$_____ will be initiated during our outprocessing. You will receive this amount on the first of each month during our absence directly into your bank account. Should I leave prior to the first, I will ensure you receive an appropriate amount to be able to manage things until the first.

Planning to ensure the care of family members and dependents is of great value and required by every member. While it is especially crucial (and mandatory) for single members with dependents and members of dual military couples with dependents, everyone should consider developing a plan if they bear medical, legal, financial, and/or logistical responsibility in any of the following categories:

a. A single parent with custody of children under 19 years of age or over the age of 19 but incapable of self-care.

b. Both members of a dual military couple with custody of children under 19 years of age or over the age of 19 but incapable of self-care.

c. Family circumstances or other personal status changes in which the member becomes solely responsible for the care (housing, medical, logistical, financial, food, clothing, or transportation) of another person. Such circumstances include, but are not limited to:

(1) Birth of a child or adoption of a child under 19 years.

(2) Loss of a spouse through death, separation or divorce, or spouse's injury or illness such as a nature that the spouse is unable to care for family members or other dependents.

(3) Enlistment (or commissioning) in any military service (active duty or reserve component) by a spouse which results in the member and spouse becoming a dual military couple with dependents.

(4) Assumption of sole care for an elderly, disabled, or chronically sick family member who is unable to care for himself or herself, in the absence of the member.

(5) Extended, recurring, or other absence of a civilian spouse through career/job commitments or personal reasons which, in the opinion of the unit commander may impact on the member's deployability.

(6) A family member who has a limited command of the local language or is unable to drive or otherwise gain access to basic life-sustaining facilities (i.e., food, medical care).

More Things to Consider.....

Allotment – Discuss how much money you will need to provide for the family while gone.

Checkbook – Who will write checks on what account? Can the person left behind manage the checkbook? Do they even have access to the account. Remember that ACF will not release financial information to any person other than the member.

Will – Everyone needs a will, otherwise the state decides what happens to your estate and dependents.

Records – Can you locate important records? Do you know what and when bills are due?

Insurance – car, life, renters or home. When are premiums due?

Power of Attorney – Do you need a General POA or a Specific POA for your caregiver?

Mail – How often will you write and what kind of information you will both share – don't forget to ask the Family Readiness Center for a "Write from the Heart" letter writing kit before you leave.

Telephone – How long will you speak? Decide ahead of time not when that call comes in. How will you pay for the calls? Can you decide on time and place? Don't forget to ask the Family Readiness Center for a free phone card and use of their video phone to use while you're away.

Relatives – Who will write? Do they have the mailing address? Will you need to send holiday or birthday gifts to loved ones? Shop ahead of time together.

Duplicate calendars – Note special events, birthdays, and school activities. Keep each other updated.

Children's discipline – Establish rules in advance regarding chores, curfew, etc.

Gifts – Buy gifts in advance and leave with a friend or family member for anniversaries, birthdays, and special events.

Recognize and accept the range of emotions you are feeling. Talk about them with your spouse.

Keep the connection – Look for creative ways to communicate that "something special" about your relationship. You can stay close during deployment.

Unit Commander and First Sergeant's name and phone number – Keep this information close at hand for emergencies.

Family Readiness Center – Find out how their programs and services can help you survive deployment and assist the caregiver in your absence.

Have you established a good support system – family, friends, church, school, co-workers, Family Readiness support groups and hobbies.

Plan a once-a-week outing for Spouse left behind – dinner, movie, shopping, bowling, etc.

Establish family activities that help maintain the deployed member's presence – send photos or videotape everyday activities.